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MARINE CORPS ORDER 1300.64A

From: Commandant of the Marine Corps
To: Distribution List

Subj: COMMAND SCREENING PROGRAM (CSP)

Ref: (a) MCM, 1980

1. Purpose. To publish policy and eligibility criteria for command screening and tour lengths for commanding officer billets.

2. Cancellation. MCO 1300.64.

3. Background. The Command Screening Program (CSP) was implemented to ensure that Marines receive the best possible leadership and to provide all eligible officers with a fair and equitable opportunity to command. In addition, the Program formalizes an objective system that eliminates subjective bias from entering the process.

4. Commands

a. A crucial element of the CSP is determining which billets are included in the Program. There are numerous billets throughout the Marine Corps that may deserve special consideration for assignment but are not classified as commands. The guiding principles for classification of command are taken from the reference and are as follows:

- (1) Precedence over all persons commanded.
- (2) Power to enforce the official will of the commander through the issuance of necessary directives.
- (3) Authority to make inspections to ensure compliance with such directives.
- (4) Authority to initiate or apply authorized disciplinary measures.

b. As only commanding officers exercise the promotion, retention and disciplinary authority reposed by the Commandant of the Marine Corps, this authority serves as the baseline for determining inclusion in the CSP. The unique responsibilities of command are key distinguishing factors in separating billets designated by the CSP from other critical billets throughout the Marine Corps.

c. As the Marine Corps' mission continually evolves, additional billets may need to be added to the CSP. Requests for inclusion of commands into the CSP will be forwarded to Manpower Management Officer Assignment (MMOA) Branch for action. Upon Deputy Commandant, Manpower & Reserve Affairs approval, commands will then be added to the Program and will be slated on the next board.

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distribution is unlimited.**

d. The currency of command billets will be validated annually in order to ensure the boards have an up-to-date list of commands to which officers must be slated. The CMC (MMOA) will coordinate with the Marine Forces to obtain a list of commands to be screened on the upcoming boards and will ensure an equitable distribution of specific types of commands (i.e. infantry battalions, fixed wing squadrons) are slated by each board.

5. Acquisition Command Equivalence. Due to the unique requirements of the acquisition field, officers with the acquisition primary MOS will be screened and slated in a separate phase of the Command Screening Program. This phase will select officers for Marine Corps acquisition command equivalent billets and will screen officers to be nominated for Joint and Naval acquisition command equivalent billets. Only officers with a acquisition primary MOS will be considered by this phase of the board. The acquisition specific phase of the board will meet annually in October to screen officers for command equivalent billets open from June of the next year through May of the following year. A separate MarAdmin will be released annually discussing the specific requirements of this phase of the board.

6. Eligibility Criteria

a. Lieutenant colonels, lieutenant colonel selects, colonels, and colonels selects are eligible to screen for command in the first year of an assignment, including those serving a 36-month accompanied tour, with the following exceptions:

(1) Joint Assignments - Officers serving in a joint assignment are eligible to be screened for command if they will complete 24 months in a joint duty assignment during the slating window. They will only be slated to commands that allow completion of 24 months before receiving Permanent Change of Station (PCS) orders to command.

(2) Critical Acquisition - Officers currently serving in designated critical acquisition billets will be eligible to screen and slate if they will complete 36 months before receiving PCS orders to command.

(3) Special Education Program (SEP) - Officers in SEP will be eligible to slate to commands available after their graduation from SEP. Officers currently in SEP utilization tours are eligible with no time-on-station requirements.

b. The following officers will not be screened for command:

(1) Officers with established separation and retirement dates.

(2) Officers with mandatory retirement dates (falling within two years of the beginning date of the slate period being considered by the board in session).

(3) Colonels who have previously held command in one of the designated colonel command screened billets and lieutenant colonels who have previously held command in one of the designated lieutenant colonel command screened billets for a period of not less than 12 months.

(4) Colonels and lieutenant colonels who are currently in command or who are slated and awaiting command as a result of a previous command screening board.

(5) Officers who have requested in writing to be excluded from consideration. Prior to the convening of the board, otherwise eligible officers who wish not to be screened for command may send an email to their respective monitor requesting to be removed from consideration without prejudice. While the board is in session, officers must request in writing to the board president not to be considered for command and indicate the reason for requesting to be excluded in their letter. These letters will not be placed in the officer's Official Military Personnel File (OMPF).

(6) Lieutenant colonels in or above the primary zone for colonel.

c. Officers with the acquisition primary MOS are not eligible to compete for non-acquisition commands.

7. Commanding Officer Tour Lengths. Commanding Generals have discretion in determining the tour lengths for their subordinate commands based on operational requirements and the need for stability within their units. The following command tour lengths are used as a guide:

a. Continental United States (CONUS) operating force commands: 18-24 months for Regular component tours; 24 months for command within or in support of the Reserve component.

b. Overseas operating force commands: 18-24 months in command during a 36-month tour.

c. CONUS-based Marine Expeditionary Unit (MEU) commanders will normally command for two MEU deployments. The 31st MEU Commander will normally command for 24-months during a 36-month overseas tour.

d. Supporting establishment commands are normally 24-months.

e. The following commands are normally 36 months unless circumstances require otherwise:

(1) Marine Corps Districts

(2) Marine Corps Air Stations

(3) Defense Logistics Agency

(4) Marine Corps Tactical Systems Support Activity

f. Camp Fuji is a 12 month command.

8. Conduct of the Boards

a. The Command Screening boards are non-statutory boards conducted in accordance with Marine Corps policy. The boards will be conducted, however, under the same general philosophy as statutory boards.

b. The Command Screening boards are tasked to identify those officers who are best and fully qualified to meet commanding officer requirements in the operating forces and the supporting establishment. The standard of fully qualified provides that the officers' qualifications and performance of duty clearly demonstrate that the officer would be capable of performing the duties normally associated with the office to which assigned.

c. The Marine Corps has not established an expected or preferred career pattern for officers. Assignments to the operating forces, recruiting duty, joint and external billets, international exchange tours, the SEP or the ADP, the training community, and the supporting establishment all contribute to the depth and breadth of experience that are critical to the Marine Corps. The board will consider that all assignments are important to the Marine Corps and successful performance of assigned duties is the key in measuring an officer's potential.

9. Command Screening Board Procedures

a. Composition. The Colonel Command Screening Board consists of nine general officers. The Lieutenant Colonel Command Screening Board consists of three general officers and 14 colonels. The officers who serve as members on these boards will be representative of all elements of the Marine Air-Ground Task Force, the supporting establishment, and alternative career paths to ensure a broad perspective among board members.

b. Communication with the Board. Communication with the Board by officers under consideration is highly encouraged and desired.

(1) Questionnaire. The primary means of communication is the command screening questionnaire. The questionnaire can be accessed via the MMOA Branch's website and is available upon the release of the MarAdmin announcing the convening of the board - usually six weeks prior to the convening date. The questionnaire provides the officer with an opportunity to list command preferences and provide any other information he or she thinks the board should see.

(2) Correspondence. Officers are encouraged to submit all relevant information prior to the convening of the boards. Correspondence can be faxed to MMOA-3 at DSN 278-9844, commercial 703-784-9844, Attn: Colonel/LtCol Command Screening Board. Hard copies can be sent to:

Headquarters U.S. Marine Corps
Manpower & Reserve Affairs
MMOA-3 Attn: Col/LtCol Command Screening Board
3280 Russell Road
Quantico, VA 22154

(3) Photos. An official photograph is required to be submitted to the Command Screening board. Digital photographs are preferred and are to be electronically filed in the OMPF. Hard copy photos are acceptable if digital transmission is not possible.

c. Available Commands

(1) The CMC (MM) will furnish the Command Screening Boards with a list of all commands available during the upcoming slating window. Slating windows are from 1 June of the year following the board through 31 May of the subsequent year. For example, the FY06 boards convene in July 2004 to select officers for commands available from 1 June 2005 to 31 May 2006.

(2) Commands are either MOS specific or can be filled by any MOS. To ensure fair and equitable opportunity to command for all officers, commands which can be filled by any MOS are "strung" to MOS groupings with lower than average opportunities to command. "Any MOS" commands will be "strung" to provide each MOS grouping with a variety of command opportunities and to ensure unit commanders represent a mix of MAGTF Officers. While this policy restricts some of the larger MOSs from being considered for all available commands, it ensures an equitable opportunity to command for all MOSs. In addition, the boards may deviate from the stringing plan to ensure a fully qualified officer is slated to a specific command.

d. Selections

(1) Primary. The Command Screening boards will select a primary list of officers for command. The board will develop a proposed command slate for the primary selects and forward to the CMC for approval.

(2) Alternates. The Command Screening Boards will also select a list of prioritized alternates to be used in the event of unanticipated command vacancies. The number of alternates selected will vary by MOS grouping and will be determined by historical data, anticipated declinations based on type of command, and number of commands being screened. The CMC (MMOA) will maintain the alternate list throughout the year for use in fleeting up officers to open commands. The Director, Personnel Management Division will approve all officers fleeting up to command. Alternates will be taken from the most current alternates list regardless of which year the command was slated.

e. Results. Results of the Command Screening board will be released via MarAdmin upon approval by the CMC. Primary selects will be published by name with the slated commands. Alternates will be published by last six of the social security number on the MMOA website.

10. Declinations

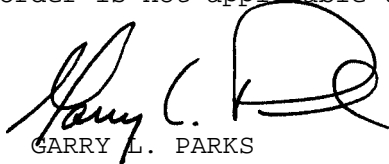
a. Upon release of the announcement MarAdmin, officers who are slated but do not accept command will be required to formally decline, in writing, through the appropriate chain of command. Specific procedures for this process will be outlined in the MarAdmin. Declinations must be sent to the CMC (MMOA-3) and must be endorsed through the first general officer in the chain of command. Letters of declination will be placed in the officer's OMPF. Officers who decline will not be considered for any other command during the slating year.

b. If officers decline, the CMC (MMOA) will recommend the next alternate from within the specified MOS grouping based on the prioritized alternate list provided by the board. A recommendation package will be prepared for

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approval by the Director, Personnel Management Division. Upon approval of the nomination, the officer will be notified by the appropriate monitor. Alternates who decline command must also submit a declination letter endorsed by the first general officer in the chain of command.

11. Reserve Applicability. This Order is not applicable to the Marine Corps Reserve.

A handwritten signature in black ink, appearing to read "Garry L. Parks", is written over the printed name.

GARRY L. PARKS
Deputy Commandant for
Manpower and Reserve Affairs

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